



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically detailed in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually described in this job description.

GIS ADMINISTRATOR

Department: Information Technology

Pay Grade: 215

FLSA Status: Exempt

JOB SUMMARY

Performs a variety of working level technical duties related to the design, implementation and administration of the enterprise GIS system, including tools and applications to facilitate spatial analysis and use of GIS. Assists in user training and demonstrations on use of GIS tools and applications. Work is performed under the supervision of the Director of Information Technology.

ESSENTIAL JOB FUNCTIONS

- Manages all aspects of the City GIS database. Provides GIS related service to all City departments, citizens and professionals
- Manages architecture for all data collection to and from public clouds and within internal enterprise systems
- Assists in the development and implementation of GIS related workflows
- Researches and plans for system hardware, software and data upgrades. Installs software and maintains current licensing for all city users
- Develops new applications and suggests new applications as software and databases evolve and as opportunities arise to serve more City functions with GIS applications
- Performs difficult compilation, editing, maintenance, extraction and analysis of spatial and non-spatial data
- Prepares, revises, and maintains a wide variety of computer generated map layers and cartographic products. Performs research and data collection necessary to compile, draft, digitize, code, query, edit and prepare computer generated maps for use by City staff, public, and vendors. Assists in analysis of client departmental procedures and or problem areas and takes part in feasibility studies for the potential application of GIS

- Develops special and complex GIS applications. Relies on in-depth mapping knowledge including coordinate systems, projections, geographic relationships and map interpretation to complete daily tasks
- Prepares, implements and administers short-term and long-range plans, goals and objectives; develops and administers project and program management methodologies
- Transforms information from aerial photographs, surveys and other sources to mapping scale and makes changes to City tax map series
- Prepares and maintains written documentation in support of the GIS functions
- Creates and maintains the City's property information website, uploads data to server, troubleshoots system problems and develops special purpose maps and map layers for city staff, public and private industry
- Maintains long term timeline for yearly data deliveries to HRSD, HRPDC and other private entities
- Works on a variety of technical projects, including parcel addressing and identification, preparing reports and summaries, and performing fieldwork in support of mapping and geographic information program; performs field verification as needed. Translates deed descriptions into property boundaries
- Researches deeds and plats for correct boundaries, including easements, right-of-way, structures, etc. Participates in research, analysis and coordination with user departments to determine operational needs; provides technical assistance and support to other divisions and departments as needed. Maintains liaison with end users throughout the design, development and implementation of the infrastructure and geographic information systems
- Designs and delivers training and provides training programs for GIS related software applications including ESRI ArcGIS suite, online web mapping applications, and custom applications
- Manage the Street Centerline File, address file and all data necessary for updating the CAD Dispatch System (911) in support of the transition to NG911
- Works with Emergency Operations Center (EOC) staff to ensure all technological aspects of the EOC are operational when needed
- Required to be on-call and available at all times
- Additional duties as required for the successful management of Information Technology

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions.

QUALIFICATIONS REQUIREMENTS

Education and Experience:

- Bachelor's Degree from an accredited college or university in Geography, Cartography, GIS Studies or related field or an equivalent combination of education and experience and
- Minimum of three years of demonstrable work experience in a related field. A work portfolio and previous work samples are required.

Knowledge, Skills and Abilities:

- Thorough knowledge of the methods and techniques of drafting and graphic representation, map research, compilations, digitizing, editing and production
- Thorough knowledge of computers, plotters, computer GIS technology, ability to prepare and maintain computer generated maps using proper cartographic procedures
- Excellent team player
- Excellent customer service skills
- Ability to be flexible with time and environments

Special Requirements:

- Required to complete a criminal background and DMV driving check to the satisfaction of the employer

PHYSICAL DEMANDS

The work requires the ability to exert moderate but not constant physical effort to perform medium work, typically involving some combination of balancing, climbing, crawling, crouching, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight of 25 pounds and occasional exertion of up to 20 pounds, visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORK ENVIRONMENT

Work is regularly performed in a dynamic office environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.